

## ROUTING AND TRANSMITTAL SLIP

Date  
5 NOV 1985TO: (Name, office symbol, room number,  
building, Agency/Post)

Initials Date

1. DIRECTOR OF SECURITY

2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	For Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

# 1 - ACTION

PLEASE PREPARE COORDINATED RESPONSE RE  
SECURITY AWARENESS PROGRAM AND PROCEDURES FOR  
REPORTING HOSTILE CONTACTS FROM THE DDA FOR  
THE DCI'S SIGNATURE.

SUSPENSE: 22 NOVEMBER 1985

cc: D/OP, D/OMS, D/OTE

DO NOT use this form as a RECORD of approvals, concurrences, disposals,  
clearances, and similar actions

FROM: (Name, office symbol, room number, building, Agency/Post)	Room No.—Bldg.
	Phone No.

FORM 41

ORM 41 (Rev. 7-76)

U.S.G.P.O. 1985-421-525/320

Prescribed by GSA  
FPMR (41 CFR) 101-11.605EXECUTIVE SECRETARIAT  
ROUTING SLIP

TO:	ACTION	INFO	DATE	INITIAL
1. DCI		X		
2. DDCI		X		
3. EXDIR		X		
4. D/ICS		X		
5. DDI		X		
6. DDA	X			
7. DDO		X		
8. DDS&T		X		
9. Chm/NIC				
10. GC		X		
11. IG		X		
12. Compt				
13. D/OLL		X		
14. D/PAO		X		
15. D/PERS				
16. VC/NIC				
17. D/Scty		X		
18. Ch/SECOM		X		
19.				
20.				
21.				
22.				
SUSPENSE		26 Nov 85 Date		

## Remarks

To 6: Please provide coordinated response re  
Security Awareness Program and procedures for  
reporting hostile contacts, for DCI signature.

Executive Secretary  
5 Nov 85  
Date

3637 (10-8-)

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**UNCLASSIFIED**No. NSDD 197COPY CIA

# NATIONAL SECURITY COUNCIL INFORMATION

## Notice

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**UNCLASSIFIED**

## THE WHITE HOUSE

WASHINGTON

November 1, 1985

Executive Registry

85- 4194

MEMORANDUM FOR THE VICE PRESIDENT

85-3771


THE SECRETARY OF STATE  
 THE SECRETARY OF THE TREASURY  
 THE SECRETARY OF DEFENSE  
 THE ATTORNEY GENERAL  
 THE SECRETARY OF THE INTERIOR  
 THE SECRETARY OF AGRICULTURE  
 THE SECRETARY OF COMMERCE  
 THE SECRETARY OF LABOR  
 THE SECRETARY OF HEALTH AND HUMAN SERVICES  
 THE SECRETARY OF HOUSING AND URBAN DEVELOPMENT  
 THE SECRETARY OF TRANSPORTATION  
 THE SECRETARY OF ENERGY  
 THE DIRECTOR, OFFICE OF MANAGEMENT AND BUDGET  
 THE DIRECTOR OF CENTRAL INTELLIGENCE  
 UNITED STATES REPRESENTATIVE TO THE UNITED NATIONS  
 UNITED STATES TRADE REPRESENTATIVE  
 CHIEF OF STAFF TO THE PRESIDENT  
 ASSISTANT TO THE PRESIDENT FOR POLICY DEVELOPMENT  
 CHAIRMAN, JOINT CHIEFS OF STAFF  
 CHAIRMAN, NUCLEAR REGULATORY COMMISSION  
 ADMINISTRATOR, AGENCY FOR INTERNATIONAL DEVELOPMENT  
 DIRECTOR, ARMS CONTROL AND DISARMAMENT AGENCY  
 DIRECTOR, OFFICE OF SCIENCE AND TECHNOLOGY POLICY  
 ADMINISTRATOR, GENERAL SERVICES ADMINISTRATION  
 DIRECTOR, UNITED STATES INFORMATION AGENCY  
 ADMINISTRATOR, NATIONAL AERONAUTICS AND SPACE  
 ADMINISTRATION  
 DIRECTOR, FEDERAL BUREAU OF INVESTIGATION  
 DIRECTOR, FEDERAL EMERGENCY MANAGEMENT AGENCY  
 DIRECTOR, NATIONAL SCIENCE FOUNDATION  
 DIRECTOR, NATIONAL SECURITY AGENCY  
 DIRECTOR, OFFICE OF PERSONNEL MANAGEMENT  
 CHAIRMAN, PRESIDENT'S FOREIGN INTELLIGENCE  
 ADVISORY BOARD  
 CHAIRMAN, PRESIDENT'S INTELLIGENCE OVERSIGHT BOARD  
 DIRECTOR, INFORMATION SECURITY OVERSIGHT OFFICE  
 DIRECTOR, WHITE HOUSE MILITARY OFFICE

SUBJECT: NSDD on Reporting Foreign Contacts and  
Security Awareness

The President has approved the attached National Security Decision Directive calling for each executive department and agency to establish procedures requiring all U.S. Government

employees to report any request for illegal or unauthorized access to classified or otherwise sensitive information as well as any contacts with Soviet/Soviet Bloc nationals, and other hostile country contacts. This NSDD also calls for each Executive Department or Agency to implement a formalized security awareness program. Each department and agency is to forward these procedures to comply with this NSDD to the National Security Council by December 1, 1985.

FOR THE PRESIDENT:

  
for Robert C. McFarlane

Attachment  
NSDD -197

THE WHITE HOUSE

WASHINGTON

National Security Decision  
Directive Number 197

November 1, 1985

REPORTING HOSTILE CONTACTS AND SECURITY AWARENESS

In addition to measures presently in place to provide for physical, information and personnel security against the hostile intelligence threat, the provisions of this directive will enhance overall government efforts to protect against illegal or unauthorized acquisition by hostile intelligence services of information and technology vital to our national interest.

Many agencies, particularly those directly involved in the United States intelligence effort, foreign affairs and military matters, have well-developed programs designed to maintain a high level of security awareness and to examine relationships of their employees with foreign nationals. Agencies whose primary mission requires that they maintain classified or otherwise sensitive information, while attractive targets for hostile foreign interests, are by no means the only agencies which are vulnerable to the loss of information or technology which may be critical to the ability of the United States to protect itself.

Responsibility for Security

Each department or agency of the US Government shall establish procedures which will:

- Create and maintain a formalized security awareness program designed to ensure a high level of awareness among its employees of the potential threat to its propriety, sensitive and classified information from foreign sources, whether overt or covert. This program must include a periodic formal briefing of the threat posed by hostile intelligence services.

- Provide for the reporting, under defined circumstances, of employee contacts with nationals of certain foreign countries or political entities as hereafter specified.

The nature and extent of this program will be commensurate with the potential for foreign interest in not only the classified information holdings of the department or agency, but also in its technological or other sensitive activities. The program should be tailored to meet the particular functions of the agency or department and the vulnerability of certain categories

of employees who, through either their job functions or access to classified or sensitive information or technology, invite targeting or exploitation by foreign intelligence services. The program should be designed so as not to intrude into the privacy of employees or into their freedom of association.

#### Reporting of Hostile Contacts

Each department or agency shall establish procedures which require its employees to report certain contacts.

- These procedures will require reporting of all contacts with individuals of any nationality, either within or outside the scope of the employee's official activities, in which:

- Illegal or unauthorized access is sought to classified or otherwise sensitive information.

- The employee is concerned that he or she may be the target of an attempted exploitation by a foreign entity.

- The procedures will also require reporting of any contacts with nationals of the Soviet Union and Soviet Bloc countries as well as other specific foreign countries or foreign political entities, which are determined by the department or agency in coordination with the Federal Bureau of Investigation as being of particular relevance to its security concerns. In implementing this procedure, the security officer or designated official of the department or agency will review and evaluate the reported information in accordance with the standards for reporting. The designation of particular countries as being of greater concern will provide a basis for the security officer or designated official to judge the relative importance of a particular contact. Any facts or circumstances of a reported contact with a hostile country which appear to (1) indicate an attempt or intention to obtain unauthorized access to proprietary, sensitive and classified information, (2) which appear to offer a reasonable potential for such, or (3) indicate the possibility of continued professional or personal contacts, shall be reported promptly by the responsible department or agency to the FBI in the case of employees located in the United States and to the Central Intelligence Agency (CIA) in the case of employees located overseas. The CIA in turn will inform the FBI as appropriate.

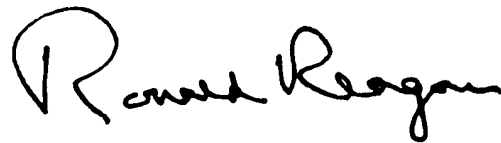
#### Other Intelligence or Investigative Interests

Nothing in this directive is intended to modify the authority and responsibility of the Director of Central Intelligence or the Central Intelligence Agency for counterintelligence abroad, nor does it in any way change existing procedures or agreements between CIA and the Department of State and other U.S. agencies

regarding the reporting of hostile contacts outside the U.S. Neither does it preclude interagency agreements or directives affecting the relationship between the FBI and other intelligence or investigative agencies regarding their responsibility for personnel, physical or document security or their territorial jurisdiction.

Review of Procedures

The head of each agency or department will provide a copy of its Security Awareness program and its procedures for reporting hostile contacts to the Assistant to the President for National Security Affairs for review by December 1, 1985.

A handwritten signature in dark ink, reading "Ronald Reagan". The signature is written in a cursive style with a large, prominent "R" at the beginning.